



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

SDLF Platinum-Level of Governance



PLATINUM LEVEL

President – Bryon Gutow • Director – Kevin Graves • Director – Ashley Porter • Director – Michael Callahan • Director – Carolyn Graham

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY  
Wednesday, February 17, 2021  
REGULAR MEETING 7:00 P.M.**

**NOTICE  
Coronavirus COVID-19**

In accordance with the Governor's Executive Order N-33-20, and for the period in which the Order remains in effect, the Town of Discovery Bay Community Services District Board Chambers will be closed to the public.

To accommodate the public during this period of time that the Board's Chambers are closed to the public, the Town of Discovery Bay Community Services District Board of Directors has arranged for members of the public to observe and address the meeting telephonically.

**TO ATTEND BY TELECONFERENCE:  
Toll-Free Dial-In Number: (877)778-1806  
CONFERENCE CODE 891949**

**Download Agenda Packet and Materials at <http://www.todb.ca.gov/>**

**REGULAR MEETING 7:00 P.M.**

**A. ROLL CALL AND PLEDGE OF ALLEGIANCE**

1. Call business meeting to order 7:00 p.m. – by President Bryon Gutow.
2. Pledge of Allegiance – Led by General Manager Mike Davies.
3. Roll Call – All Present.

**B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)**

None.

**C. CONSENT CALENDAR**

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. Approve DRAFT minutes of February 3, 2020 Regular Board of Director's meeting.
2. Approve Register of District Invoices.

Motion made by Director Ashley Porter to approve items on the Consent Calendar as presented.

Second by Vice President Kevin Graves.

Vote: Motion Carried – AYES: 5, NOES: 0, ABSTAINED: 0, ABSENT: 0

**D. PRESENTATIONS**

**E. MONTHLY WATER AND WASTEWATER REPORT- VEOLIA**

1. Veolia Report – Month of January 2021.

Veolia Project Manager Gerry Lemus updated the Board with December 2020 operations. Advised of reports which have been submitted to the state as required. Well 5B is the only one not active.

Vice President Kevin Graves asked Veolia Project Manager Gerry Lemus when the next fire hydrant flushing is scheduled for.

Veolia Project Manager Gerry Lemus stated fire hydrant flushing began in October 2020.

## **F. BUSINESS AND ACTION ITEMS**

### **1. Discussion and Possible Action Regarding the Town of Discovery Bay Video Conferencing System.**

Assistant General Manager Dina Breitstein gave the Board a presentation for a new Video Conferencing System. Upon the request of the Internal Operations Committee, Assistant General Manager Dina Breitstein developed documentation regarding the benefits of each evaluated system. A rating spreadsheet was included to help explain strength and weaknesses of each system. She explained the equipment neighboring communities are using and their level of satisfaction with their current systems. Assistant General Manager Dina Breitstein evaluated the Town's needs and compared them to the performance available for equipment on the market. As a result of her research, it was recommended the Town proceed with the recommendation presented to the Internal Operations Committee. The preferred software selection is GoToWebinar. The preferred video and audio equipment selection is Poly.

Director Ashley Porter asked about longevity of the equipment.

Staff recommendation is to allow the General Manager to execute all contracts and purchase orders for the purchase and implementation of the software, necessary equipment, and the installation of the video conferencing system.

Vice President Kevin Graves mentioned concerns with past audio equipment and acoustics.

Assistant General Manager Dina Breitstein advised that she and Ron Graham from Precision IT have been giving that issue attention and agree that it is a priority.

Director Michael Callahan asked if the quote includes any potential hardwiring for ethernet access.

Ron Graham, Precision IT advised that is not included in the quote provided as it might be possible to work with the wiring already available in the Community Center.

Motion made by Vice President Kevin Graves to accept staff's recommendation to allow the General Manager to execute all contracts and purchase orders for the purchase and implementation of the software, necessary equipment, and the installation of the video conferencing system.

Second by Director Carolyn Graham.

Vote: Motion Carried – AYES: 5, NOES: 0, ABSTAINED: 0, ABSENT: 0

### **2. Discussion and Possible Action Regarding the Proposal to Purchase a New Sludge Dredge in the Amount of \$144,603.20 and Increase the Capital Project Total Budget to \$166,294.**

District Water Engineer Gregory Harris notified the Board of the lack of performance of the Sludge Dredge at Plant No. 2. This Sludge Dredge is aged and requires replacing. Manufacturers no longer make this Sludge Dredge. Rockwell Engineers found a compatible dredge and presented it with exorbitant markup. A matching Sludge Dredge was found with Crisafulli. Life expectancy of the current Sludge Dredge is between 15-20 years, the current one has reached its lifetime expectancy.

Director Ashley Porter asked if Crisafulli provides any replacement parts.

District Water Engineer Gregory Harris confirmed that any parts needed are available directly through Crisafulli. Warranty is 12 months.

Staff recommendation is to approve the quote from Crisafulli and to authorize the General Manager to execute the Town's Standard Purchase Agreement for purchase of the dredge from Crisafulli as per the attached proposal, as well as to increase the total project budget, and to utilize reserves to pay the exceeding costs of the overall project.

Vice President Kevin Graves advised the Board of reviewing this item during the Water and Wastewater Committee Meeting and the Committee recommended proceeding with staff's recommendation.

Motion made by Vice President Kevin Graves to accept staff's recommendation to purchase the dredge from Crisafulli and to increase the total project budget and to utilize reserves to pay the exceeding costs of the overall project.

Second by Director Ashley Porter.

Vote: Motion Carried – AYES: 5, NOES: 0, ABSTAINED: 0, ABSENT: 0

### **3. Discussion and Possible Action Regarding Sending a Board Letter to Caltrans to Consider Other Roadway Engineering Alternatives to the Current Intersection Design of Highway #4 and Discovery Bay Blvd."**

General Manager Mike Davies presented a letter for Caltrans to address the traffic on the corner of Discovery Bay Boulevard and Highway #4. Public has expressed concerns about the look and have conveyed confusion with the current delineators. Public safety continues to be a challenge. Caltrans would be willing to take a look at the intersection to provide a safer design if the Town wrote a letter to them requesting such an idea.

Director Michael Callahan asked if the receipt of this letter will result in any action by Caltrans.

General Manager Mike Davies advised that Caltrans is not required to act upon the request, however the letter encourages Caltrans to reach out to General Manager Mike Davies for any follow up.

Public comment regarding:

- Appreciation to General Manager Mike Davies and the Board of Directors for supporting the letter to Caltrans for a safer and more aesthetic alternative to the delineators.

Vice President Kevin Graves stated he wants to see a safer alternative for this intersection, acknowledged

the current delineators are confusing for anyone not familiar with that area.

General Manager Mike Davies advised the Board that Frank Morgan contributed greatly to the letter to Caltrans.

Motion made by Director Carolyn Graham to have Board President sign letter and have it mailed out.

Second by Vice President Kevin Graves

Vote: Motion Carried – AYES: 5, NOES: 0, ABSTAINED: 0, ABSENT: 0

4. Discussion and Possible Action Regarding Sending a Board Letter to Contra Costa County Planner Will Nelson Regarding the future Land Use Zoning Preference(s) for the Vacant Lot Located at the Corner of Discovery Bay Blvd and Clipper Drive and the Vacant Lot at the Corner of Discovery Bay Blvd and Sand Point Road

Assistant General Manager Dina Breitstein requested thoughts and feedback from the Board for the Contra Costa County Envision 2040 project. Will Nelson, Project Manager for Contra Costa County presented Envision 2040 at the Board of Directors Meeting held on January 28, 2021. Mr. Nelson requested ideas for future land use and zoning. Of particular interests were the vacant lot on the corner of Discovery Bay Boulevard and Clipper Drive, and the vacant lot on the corner of Discovery Bay Boulevard and Sand Point Road.

Discussion among Board and staff inquiring if these vacant lots are currently zoned as commercial land.

President Bryon Gutow mentioned the busy traffic on Discovery Bay Boulevard, and unknown demand for these vacant lots.

Director Carolyn Graham advised the Board that in speaking to the public, the community is concerned about the appearance of the entry into Town of Discovery Bay.

Director Ashley Porter expressed concerns with increased population and lack of safety resources for a growing Town.

Vice President Kevin Graves asked Water and Wastewater Manager Aaron Goldsworthy if the current Master Plan includes numbers for the vacant lots to be used as multi-use land and not just commercial land. Water and Wastewater Manager Aaron Goldsworthy advised the lots are accounted for in the Master Plan, but only as commercial lots.

Vice President Kevin Graves conveyed to the Board apprehensions regarding the current population and the existing traffic issues present in the Town.

Assistant General Manager Dina Breitstein notified the Board of staff's recommendation to write a letter to the project manager to communicate views regarding safety and traffic that should be considered prior to zoning or developments on these lots.

Vice President Kevin Graves asked to mention the capacity of water and wastewater on the lots. At the present time, the capacity cannot accommodate more citizens.

Vice President Kevin Graves made a motion to have Town's General Manager draft a letter to the project manager referencing the concerns expressed today.

Second by Director Ashley Porter.

Vote: Motion Carried – AYES: 5, NOES: 0, ABSTAINED: 0, ABSENT: 0

5. Discussion and Possible Action Regarding Addition of the COVID-19 Prevention Program (CPP) Section to the Town's Existing Employee Injury and Illness Prevention Program Policy (IIPP).

Executive Assistant Maddie Kibriya presented the COVID-19 Prevention Program as required by Occupational Safety and Health Administration (OSHA) to protect employees at the workplace. Staff recommends the addition of Section 10.0 of the Employee Injury and Illness Prevention Program to incorporate the requirements set forth by OSHA.

Director Carolyn Graham made a motion to accept the addition of the CPP as Section 10.0 of the IIPP.

Second by President Bryon Gutow.

Vote: Motion Carried – AYES: 5, NOES: 0, ABSTAINED: 0, ABSENT: 0

6. Discussion and Possible Action Regarding the California State Parks – Prop 68 Statewide Park Program Competitive Grant Project Selection

Parks and Landscape Manager Bill Engelman gave the Board a summary of the visions put forth by the community for the Clipper Drive Linear Park. Presentation included examples of other finished projects successfully completed with the Prop 68 Statewide Park Program Competitive Grant. Amongst topics of discussion were; practicality, safety, dimensions, walking path, benches, tables, youth involvement, amenities, and irrigation.

Parks and Landscape Manager Bill Engelman requested the Board allow Town of Discovery Bay to move forward with planning the visions presented by the community.

Vice President Kevin Graves made a motion to accept the amenities as stated in the Staff Report.

Second by Director Ashley Porter.

Vote: Motion Carried – AYES: 5, NOES: 0, ABSTAINED: 0, ABSENT: 0

7. Discussion and Possible Action Regarding the California State Parks – Prop 68 Statewide Park Program Competitive Grant Resolution.

Parks and Landscape Manager Bill Engelman presented Resolution 2021-04 which conveys attainment of 2

(two) requirements that need to be met by each applicant in order to qualify for the Prop 68 Statewide Park Program Competitive Grant. First, the applicant must have funding to complete the proposed project. Second, Resolution 2021-04 will designate an authorized representative for the Governing Body on all matters regarding the application and project.

Vice President Kevin Graves clarified that if the grant did not meet the cost of the project, Town of Discovery Bay could deny the grant.

Parks and Landscape Manager Bill Engelman confirmed that the grant could be denied by Town of Discovery Bay if it does not align with the anticipated expense.

Vice President Kevin Graves made a motion to accept Resolution 2021-04.

Director Carolyn Graham second.

Vote: Motion Carried – AYES: 5, NOES: 0, ABSTAINED: 0, ABSENT: 0

## **H. MANAGER'S REPORT**

### **I. GENERAL MANAGER'S REPORT**

### **J. DIRECTORS' REPORTS**

Vice President Kevin Graves updated the Board with summaries of 2 (two) Regional Meetings he attended. Liberty High School Union Meeting focused on when the students will return to school. Sports in school are back.

East Contra Costa Fire Protection District Meeting discussed confidence in merging districts. There are plans to redesign the Board.

### **K. CORRESPONDENCE RECEIVED (Information Only)**

### **L. FUTURE AGENDA ITEMS**

### **M. ADJOURNMENT**

1. Adjourned at 8:13 p.m. to the next regular meeting on March 3, 2021 at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

"This agenda shall be made available upon request in alternative formats to persons with a disability, as required by the American with Disabilities Act of 1990 (42 U.S.C. § 12132) and the Ralph M. Brown Act (California Government Code § 54954.2). Persons requesting a disability related modification or accommodation in order to participate in the meeting should contact the Town of Discovery Bay, at (925) 634-1131, during regular business hours, at least forty-eight hours prior to the time of the meeting."

"Materials related to an item on the Agenda submitted to the Town of Discovery Bay after distribution of the agenda packet are available for public inspection in the District Office located at 1800 Willow Lake Road during normal business hours."

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